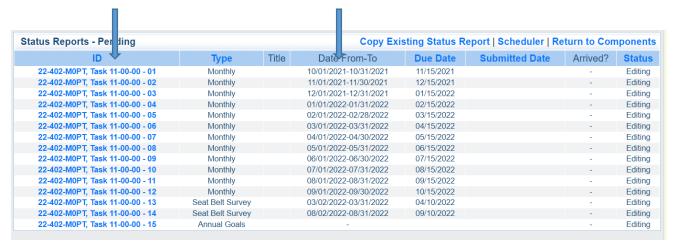
## How to submit a **MONTHLY ACTIVITY REPORT** in Iowa Grants

- Go to www.iowagrants.gov and log in
- Click on My Grants and then select grant for current fiscal year.
- Click on Status Reports
- Click on the blue font report number in the ID column that matches your reporting period



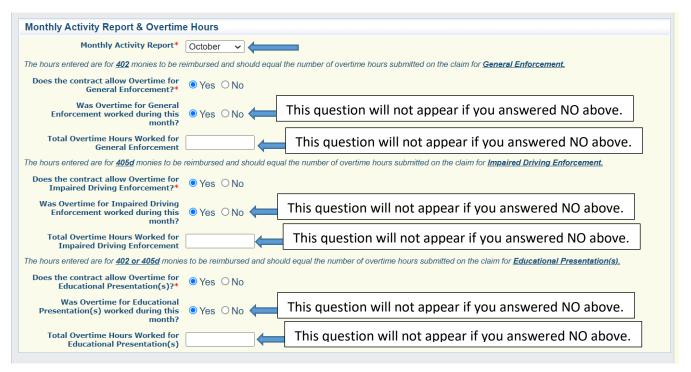
• Click on Monthly Activity Report in the table



• Click Edit in the upper right hand corner



- Select the month in which you are reporting on from the Monthly Activity Report drop down menu
- Please be aware of your contract type (402 General Enforcement or 405d Impaired Enforcement or both) and answer the required questions accordingly
- These questions are conditional based on your response. If you mark NO for the required section marked with a red asterisk, the questions below each required question will NOT appear.



• The next section is where you will be filling in your traffic contacts per category. Notice there are THREE different columns. One is labeled General OT, one is labeled Impaired OT and one is labeled Agency.

<u>General OT</u> – If you have allocated dollars for general enforcement in your contract and if an officer/deputy worked an overtime shift with general enforcement emphasis, enter all of the traffic contacts achieved while working that GTSB overtime into this column.

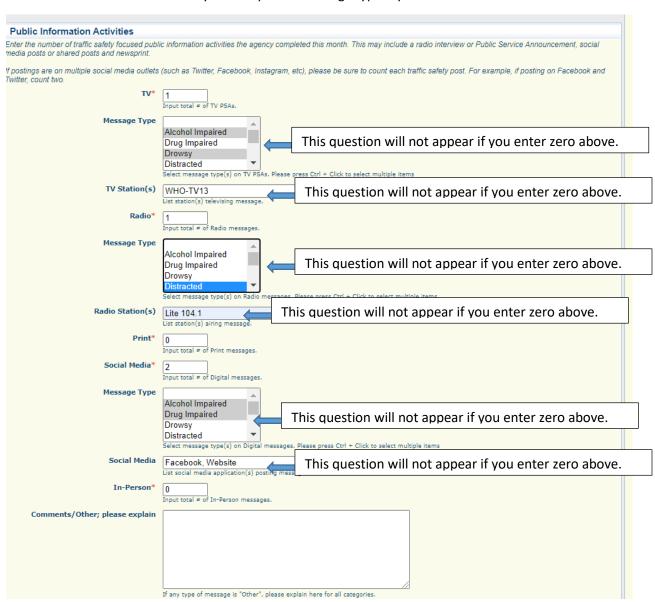
<u>Impaired OT</u> – If you have allocated dollars for impaired driving enforcement and if an officer/deputy worked an overtime shift with an impaired driving enforcement emphasis, enter all of the traffic contacts achieved while working that GTSB overtime into this column.

<u>Agency</u> – Do NOT include any of the contacts achieved on overtime into this column. This column is for all traffic safety contacts achieved while working on agency shifts.

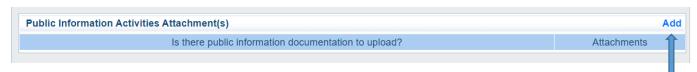
- To begin, click in the first text field you need, enter number of contacts (including a zero if there are no contacts) and then hit TAB to navigate through the fields
- Repeat this process for each of the following sections:

Impaired Driving				
In the General OT column, enter the contac				
n the Impaired OT column, enter the conta	_		_	
In the Agency column, enter the contacts g and/or the Impaired Driving overtime colun	enerated wher nns.	officers were	working traffic	safety for the agency. Do NOT include the contacts entered into the General overting
OWI Arrests - Alcohol				
	General OT	Impaired OT	Agency	
OWI Tested, but No Arrest made				
	General OT	Impaired OT	Agency	
OWI Arrests - Drugs	General OT	Impaired OT	Agency	
DRE Call Outs	General of	Impaired 01	Agency	
	GTSB OT			
OWI Drug Tested, but No Arrest				
	General OT	Impaired OT	Agency	
.02 Violations				
	General OT	Impaired OT	Agency	
Underage Possession (traffic only)	Constal OT	Invasional OT		
Open Container violations	General OT	Impaired OT	Agency	
open container violations	General OT	Impaired OT	Agency	
			, , , , , , , , , , , , , , , , , , ,	
Occupant Protection				
Seat Belt Citations (day 6am-6pm)				
	General OT	Impaired OT	Agency	
Seat Belt Citations (night 6pm-6am)				
	General OT	Impaired OT	Agency	
Child Restraint Citations	General OT	Impaired OT	Agency	
Seat Belt Warnings (day 6am-6pm)	General Of	Impaired Of	Agency	
Scat Belt Warnings (day bain opin)	General OT	Impaired OT	Agency	
Seat Belt Warnings (night 6pm-6am)				
	General OT	Impaired OT	Agency	
Child Restraint Warnings				
	General OT	Impaired OT	Agency	
Speed				
Speed Citation				
	General OT	Impaired OT	Agency	
Speed Warnings				
	General OT	Impaired OT	Agency	
Other Violations				
Count all other violations as "other citations/wa	arnings."			
For example: Citations or warnings for Imprope	er pass, registra	ntion, etc. would	d be listed in this	line item.
Stop Sign/Light Citations				
EL . La Lau	General OT	Impaired OT	Agency	
Electronic Device Citations	General OT	Impaired OT	Agency	
Other Traffic Violation Citations	Selielal OI	Impaired O1	Agency	
Outer Traine Violation Citations	General OT	Impaired OT	Agency	
Stop Sign/Light Warnings				
Stop Sign/Light Warnings	General OT	Impaired OT	Agency	
Stop Sign/Light Warnings  Electronic Device Warnings	General OT	Impaired OT	Agency	
	General OT General OT	Impaired OT Impaired OT	Agency	

- Complete the Public Information Activities. Enter quantity for each type, even if it is zero for the month.
- Any number entered greater than zero will prompt two additional questions:
  - Message Type: Click on the corresponding message focus in the message type list. If your message included more than one focus area, press and hold down Ctrl button and click on any additional topics.
  - 2. Media Outlet Identification: If you had a TV spot, it will ask you to list the TV station, if you had a Radio message, it will ask you to list the Radio station, etc.
- The comments box if for you to explain a message type if you selected "Other"



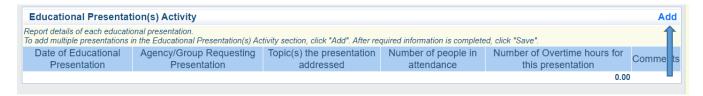
- Skip the Public Information Activities Attachment section and the Educational Presentation(s) Activity sections for now.
- Answer the yes/no required question regarding the Targeted Traffic Enforcement Project. These
  are the two projects required in your contract. One of these must be conducted at night, and
  one must be a multi-jurisdictional project.
- Click Return to Top and then click Save
- If you have and Public Information Activities to attach, scroll down to that section and click Add



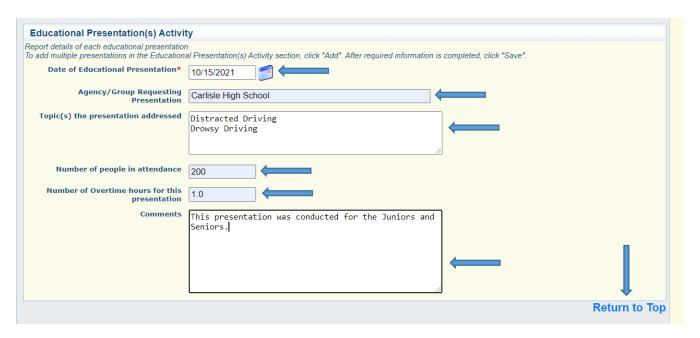
- Answer the required yes/no question and then click on Choose File button to navigate to your file
- Click Save in the upper right hand corner



 If you worked overtime hours to conduct an Educational Presentation, scroll down to that section and click Add



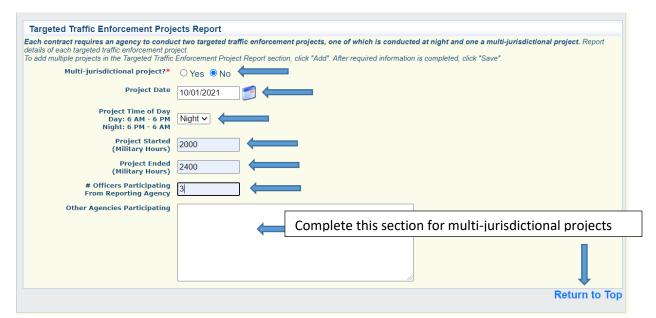
Complete the fields, click Return to Top, click Save in the upper right hand corner



 If you answered Yes to the required question about a Targeted Traffic Enforcement Project(s), scroll down to that section and click Add



Complete the fields, click Return to Top, click Save in the upper right hand corner



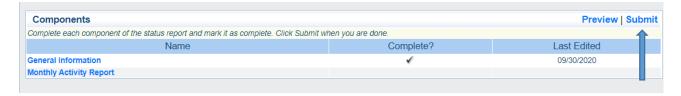
• If you have any comments to add, click Edit and scroll down to the Comments section



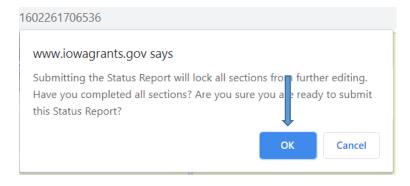
- When you are finished, click Return to Top and click Save in the upper right hand corner
- Click Mark as Complete



• Click Submit



• If there are no further edits to this form, click OK



Once you see the screen below, you will know that your submission was successful and your Program Administrator has been notified of your submission.

Status Report Submitted Confirmation

You have successfully submitted your Status Report with Status Report ID [377557]. Grantor has received your Status Report for evaluation. You can return to the Grant forms by clicking here

**FYI** - Monthly Activity Reports are due by the 15<sup>th</sup> of the following month, indicated on each status report in Iowa Grants.

ID	Туре	Title	Date From-To	Due Date	Submitted Date	Arrived?	Status		
374603 - 01	Monthly	October Activity Report	10/01/2020-10/31/2020	11/15/2020	09/29/2020	On Time	Submitted		
374603 - 02	Monthly	November Activity Report	11/01/2020-11/30/2020	12/15/2020		-	Editing		
374603 - 03	Monthly	December Activity Report	12/01/2020-12/31/2020	01/15/2021		-	Editing		
374603 - 04	Monthly	January Activity Report	01/01/2021-01/31/2021	02/15/2021		-	Editing		
374603 - 05	Monthly	February Activity Report	02/01/2021-02/28/2021	03/15/2021		-	Editing		
374603 - 06	Monthly	March Activity Report	03/01/2021-03/31/2021	04/15/2021		-	Editing		
374603 - 07	Monthly	April Activity Report	04/01/2021-04/30/2021	05/15/2021		-	Editing		
374603 - 08	Monthly	May Activity Report	05/01/2021-05/31/2021	06/15/2021		-	Editing		
374603 - 09	Monthly	June Activity Report	06/01/2021-06/30/2021	07/15/2021		-	Editing		
374603 - 10	Monthly	July Activity Report	07/01/2021-07/31/2021	08/15/2021		-	Editing		
374603 - 11	Monthly	August Activity Report	08/01/2021-08/31/2021	09/15/2021	10/12/2020	On Time	Submitted		
374603 - 12	Monthly	September Activity Report	09/01/2021-09/30/2021	10/15/2021		-	Editing		
374603 - 13	Seat Belt Survey	March Seat Belt Survey	03/01/2021-03/31/2021	04/15/2021		-	Editing		
374603 - 14	Seat Belt Survey	August Seat Belt Survey	08/01/2021-08/31/2021	09/15/2021	10/12/2020	On Time	Submitted		
374603 - 15	Inventory Quotes	Speed Trailer Quote	-		10/09/2020	-	Submitted		

The Iowa Grants system will send you an automated courtesy reminder email 10 days prior to the due date indicating a "Status Report" is due soon. The system will email you again 3-5 days prior to the due date if you've still not submitted the report. The email will come from Iowa Grants.

- If you've submitted your report prior to the 5<sup>th</sup> of the following month, you should not receive this email.
- If you've started your report but not completed and submitted your report (editing status), you WILL receive this email.
- If you've not started your report at all, you WILL receive this email.

From: iowa.grants@webgrantsmail.com

Subject: Status Report Due Soon

Message:

\*\*\*\* Do Not Respond to This Email \*\*\*\*

Your Grant Manager has created a status report due for submission in 10 days for the following grant:

Number: Your Contract Number

Name: Your Grant Title

Program Area: Governor's Traffic Safety Bureau

Grantee Organization: Your Organization

Applicant: Primary Contact

This requires your immediate attention, you may log into the lowaGrants.gov grants management system at the following location: https://www.iowagrants.gov